



Pima County Community College District Administrative Procedure

AP Title: **Development of Board Policies, and Administrative Procedures**

AP Number: AP 1.01.01

Adoption Date: 5/3/94

Schedule for Review & Update: Every three years

Revision Date(s): 6/3/03, 9/5/05, 11/5/09, 3/12/15, 4/18/16, [11/9/20](#)

Review Date(s): 6/3/03, 9/5/05, 11/5/09, 3/12/15, [11/9/20](#)

Sponsoring Unit/Department: Chancellor

Policy Title(s) & No(s).: Prime Policy, BP 1.01; Interpretation of Revised Policies, BP 1.02

Legal Reference:

Cross Reference:

~~The Chancellor delegates responsibility to the Office of the General Counsel for ensuring that the official set of Board Policies and administrative procedures are complete and up to date. The General Counsel will assist College offices in the development, promulgation, distribution, and updating of Board Policies and administrative procedures.~~

~~In the course of developing new Board Policies and administrative procedures, sponsoring units/departments will be expected to develop a plan for implementing the information in these documents—and, where necessary, providing training—to appropriate constituencies in the College community upon adoption. In the case of conflicting interpretation of language in any Board Policy or administrative procedure, the Chancellor will be responsible for final interpretation, expressed in writing, dated, and posted to the website.~~

~~The General Counsel is responsible for maintaining the section of the College website devoted to Board Policies and administrative procedures.~~

~~The Chancellor delegates responsibility for the development and maintenance of Operations Manuals to the sponsoring unit's lead administrator, who may in turn further delegate this responsibility within their organizations. Operations Manuals detail specific processes for implementing Board Policies or Administrative Procedures.~~

SECTION 1: Delegation to the General Counsel

- 1.1 The Chancellor delegates to the Office of the General Counsel the responsibility to ensure that official Board Policies (“BPs”) and Administrative Procedures (“APs”) are complete and up-to-date.
- 1.2 The General Counsel is responsible for maintaining the section(s) of the College’s website where BPs and APs are posted.

SECTION 2: Sponsoring Units

- 2.1 The General Counsel will assist Sponsoring Units in the development, promulgation, distribution, and updating of their respective BPs and APs.
- 2.2 Sponsoring Units will develop an implementation plan for each BP and AP they develop or update and provide any necessary training on those BPs and APs to their respective Responsible Departments and other College employees as appropriate.
- 2.3 The Chancellor delegates to the Lead Administrator of each BP’s or AP’s Sponsoring Unit the responsibility for developing, maintaining, and administering any SOPs and/or operations manuals necessary to implement the BP’s or AP’s provisions. The Lead Administrator may, in turn, further delegate this responsibility to other employees or Responsible Departments within Sponsoring Unit.

SECTION 3: Ambiguity/Conflict in and Final Interpretation of BPs & APs

- 3.1 In the event of a genuine and material ambiguity in or conflicting applications of the language of a BP or AP, or a genuine and material conflict between the provisions of one or more BPs and/or APs, the Chancellor shall be responsible for making the final interpretation.
- 3.2 All final interpretations of BPs and APs made by the Chancellor shall be

issued in writing, dated, and posted promptly to the College’s website in the same location as their corresponding BPs and APs.

3.3 A Chancellor’s interpretation becomes effective at the time it is posted to the College’s website. Once posted, an interpretation by the Chancellor carries the same authority as the BP or AP it interprets.

3.4 All BPs and APs for which the Chancellor has issued an interpretation shall be reviewed no later than at the next scheduled review date, in accordance with the standard revision process, to clarify and resolve all ambiguities and/or conflicts addressed by the Chancellor’s interpretation. Once a revised BP or AP is adopted, the Chancellor’s interpretation shall be withdrawn and removed from the College’s website.

SECTION 4: Definitions

“AP” means Administrative Procedure.

“BP” means Board Policy.

“College” means Pima Community College or the Pima County Community College District.

“Lead Administrator” means the highest-level College employee with administrative authority over the Sponsoring Unit specified in a College Policy or that employee’s designee. In the event a College Policy specifies two or more Sponsoring Units, “Lead Administrator” shall mean the College employee with the most direct administrative authority over each Sponsoring Unit.

“Responsible Department” means the College office, division, or working group responsible for carrying out one or more directives or duties specified by an AP. A Responsible Department will generally be a constituent part of an AP’s Sponsoring Unit.

“SOP” means Standard Operating Procedure.

“Sponsoring Unit” means the College administrative unit or department specified by an AP as being primarily responsible for the AP’s development, implementation, and periodic review and revision (i.e., the “Sponsoring Unit/Department” in an AP’s caption). A Sponsoring Unit will generally consist of one or more constituent Responsible Departments.